



## Finance Committee Minutes

*Monday, May 28, 2019 – 6:00 PM • Council Chambers*

| Item   | Presented By:  | Action   | Topic                                 | Report  |
|--|----------------|--|---------------------------------------|---|
| <b>Call to Order &amp; Roll Call</b>               | Matt Boettcher | Members: <ul style="list-style-type: none"> <li>• Matt Boettcher, Chair</li> <li>• Sharon Chaney</li> <li>• Brenda Dubose</li> <li>• Danny Kneipp - Liaison</li> <li>• Ron Hirth, Village Administrator</li> <li>• Chris Campbell, Police Chief</li> <li>• Andy Lanser, Fiscal Officer</li> <li>• Anna Gedeon, Budget Analyst</li> </ul> |                                       | Mr. Boettcher called the meeting to order at 6:00 PM DST.<br>Mrs. Dubose was not present.<br>Motion to excuse Mrs. Dubose by Ms. Chaney.<br>Second by Mr. Boettcher.<br>All voted in favor.   |
| <b>Set the Agenda &amp; Adopt</b>                  |                | Review & Motion  |                                       | Motion to approve the agenda by Ms. Chaney.<br>Second by Mr. Boettcher.<br>All voted in favor.  |
| <b>Persons Registered to Address the Committee</b> |                | None   |                                       |   |
| <b>Minutes to be Approved</b>                      | Andy Lanser    | Review & Motion  | Committee minutes from April 22, 2019 | <a href="https://www.golfmanoroh.gov/wp-content/minutes/2019/FIN/GM_Council%20_042219_fin.pdf">https://www.golfmanoroh.gov/wp-content/minutes/2019/FIN/GM_Council%20_042219_fin.pdf</a><br>Motion to approve the April 22, 2019 minutes by Ms. Chaney.<br>Second by Mr. Boettcher.<br>All voted in favor. |

| Discussion                            |   |                     |   |  |
|---------------------------------------|---|---------------------|---|--|
| <b>Monthly Financial Report</b>       | Andy Lanser<br>Anna Gedeon<br>Ron Hirth | Report              | Update  | <p>Financial report available online for review or download:<br/>April 2019 : <a href="https://www.golfmanoroh.gov/wp-content/finance/2019/GM_Financial_Apr19.pdf">https://www.golfmanoroh.gov/wp-content/finance/2019/GM_Financial_Apr19.pdf</a></p> <ul style="list-style-type: none"> <li>• In April 2019, the Village received approximately \$76,000 in income tax revenues, and approximately \$350,000 in property tax revenues.</li> <li>• Both revenue sources are trending towards budget projections for the year.</li> <li>• Monthly expenses were slightly higher for April 2019 when compared to that of April 2018.</li> <li>• The increase in expenses were the result of a series of one-time significant purchases for maintenance services and equipment.</li> <li>• Year-to-date expenses remain significant below that of 2018 and moving forward monthly expenses should fall below that of 2018 figures.</li> </ul> |
| <b>Financial Planning &amp; Audit</b> | Andy Lanser &<br>Ron Hirth              | Report & Discussion | Update  | <ul style="list-style-type: none"> <li>• 7 MIL, 5-year levy renewal for November 2019 ballot.</li> <li>• Employee Benefits document has been assembled and submitted to the Committee for review.</li> <li>• Significant updates to the policies include updates to Village holidays, vacation accrual, adoption of flextime and comp time, and police over-time adjustments.</li> </ul> <p>Motion to send to revised benefits ordinance document to full council for 1<sup>st</sup> reading by Mr. Boettcher.<br/>Second by Ms. Chaney.<br/>All voted in favor.</p> <ul style="list-style-type: none"> <li>• PD Clerk Audit is ongoing. Formal policy will be presented at the next Finance Committee meeting.</li> <li>• 2020 Tax Budget – Hearing set for June 24, 2019 at 7:15 PM.</li> </ul>  |
| <b>Financial Operations</b>           | Anna Gedeon<br>& Ron Hirth              | Report & Discussion | <ul style="list-style-type: none"> <li>• RITA &amp; Landlord/Tenant Audits</li> </ul> | <ul style="list-style-type: none"> <li>• Administration's conversations with RITA are still on-going regarding landlord/tenant audits. The goal is for RITA to assume the responsibility for auditing the Village's tenant residents for tax purposes.</li> </ul>  |

|                      |           |        |                       |   |
|----------------------|-----------|--------|-----------------------|---|
|                      |           |        |                       | <ul style="list-style-type: none"> <li>Local ordinances require landlords to provide Village Administration with social security numbers for all tenants. However, landlord compliance with this requirement remains a challenge.</li> <li>Village Administration and RITA are exploring other information requirement options to raise compliance.</li> </ul>  |
| <b>Old Business</b>  | Ron Hirth | Report | 2015 – 16 State Audit | <ul style="list-style-type: none"> <li>Nothing new to report currently regarding the conclusion of the Audit.</li> <li>A post-audit conference between Village Administration and representatives from the Audit firm had to be rescheduled for a later date.</li> <li>The audit did issue two notices for recovery from the Audit. These are currently being worked through by Administration and the Auditor of State.</li> <li>The goal is to have the findings of recovery and the audit to be completed in its entirety by the second week of June.</li> </ul> |
| <b>New Business</b>  |           |        |                       |   |
| <b>Announcements</b> |           |        |                       |   |
| <b>Adjourn</b>       |           |        |                       | <p>Motion to adjourn by Mr. Boettcher.<br/> Second by Ms. Chaney.<br/> All voted in favor.</p>  |

\_\_\_\_\_  
Submitted by Andy Lanser, Fiscal Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
Matt Boettcher, Finance Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Anna Gedeon, Asst. Clerk

Date: \_\_\_\_\_